

# PHA Plans

## Streamlined 5-Year/Annual Version

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0226  
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined 5-Year Plan for Fiscal Years 2008 - 2012

## Streamlined Annual Plan for Fiscal Year 2008

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Lebanon Housing Authority

**PHA Number:** NH009

**PHA Fiscal Year Beginning:** 10/2008

### PHA Programs Administered:

☒ **Public Housing and Section 8**

Number of public housing units: 166

Number of S8 units: 163

☐ **Section 8 Only**

Number of S8 units:

☐ **Public Housing Only**

Number of public housing units:

☐ **PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2008 - 2012

[24 CFR Part 903.12]

#### **A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

#### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities:
  - ☒ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) 90
  - ☒ Improve voucher management: (SEMAP score) 100
  - ☐ Increase customer satisfaction:
  - ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☒ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
- ☐ Provide voucher mobility counseling:
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☒ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☒ Other: (list below) We must decrease voucher payment standards to minimize the effects of HUD funding cuts on the Housing Choice Voucher Program, must limit portability options and must reduce exception rents granted as reasonable accommodations, thereby decreasing the choices of individual voucher holders in order to limit the loss of vouchers.

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☒ Other: (list below) Continue the commitment to providing drug and violence free family public housing by continuing to find funding for prevention programs previously but no longer funded through PHDEP.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
  - ☐ Provide or attract supportive services to improve assistance recipients' employability:
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of

- race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

1. LHA will seek other revenue streams to supplement funding from HUD. It will evaluate opportunities to expand its fee based management of subsidized housing.
2. LHA will serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking by :
  - a. Giving a preference in selection of applications for Public Housing and Section 8 assistance to victims of domestic violence, dating violence, sexual assault and stalking, and
  - b. Fully complying with the provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 including:
    - i. Amending the Statement of Policies Governing Admission and Continued Occupancy in the Public Housing and the Administrative Plan Governing Admission and Continued Participation in the Section 8 Housing Assistance Payments Program, and
    - ii. Amending the Public Housing Lease, and
    - iii. Utilizing amended HAP Contracts, and
    - iv. Providing notification to program participants and applicants and to Section 8 owners and managers of the key rights and protections provided to victims in the Act, and
  - a. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault or stalking affecting individuals assisted by LHA, and
  - b. Continuing cooperative relationships with Lebanon Police and W.I.S.E. and other victim service agencies to promote the safety and well being of victims of domestic violence, dating violence sexual assault and stalking who are assisted by LHA, and
  - c. By maintaining in LHA family Public Housing an atmosphere of respect for law and for individuals through vigilant enforcement, including eviction if necessary, of prohibitions against behaviors which are precursors and indicators of violence, such as against expressions demeaning to any protected class, including women, minorities, persons with disabilities, members of religious groups and persons with sexual preferences.
3. LHA will comply with "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" by:
  - a. Completing a Four Factor Analysis of the area served by LHA, and

- b. Completing a Language Assistance Plan, and by
- c. Providing additional translation and interpretation services for Spanish speaking persons of low English proficiency.

## Streamlined Annual PHA Plan

### PHA Fiscal Year 2007

[24 CFR Part 903.12(b)]

### Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- ☒ 1. Housing Needs
- ☒ 2. Financial Resources
- ☒ 3. Policies on Eligibility, Selection and Admissions
- ☒ 4. Rent Determination Policies
- ☒ 5. Capital Improvements Needs
- ☒ 6. Demolition and Disposition
- ☒ 7. Homeownership
- ☒ 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- ☒ 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- ☐ 10. Project-Based Voucher Program
- ☒ 11. Supporting Documents Available for Review
- ☒ 12. FY 2006, 2007, 2008 Capital Fund Program Performance and Evaluation Reports, ATTACHMENT B
- ☒ 13. Capital Fund Program 5-Year Action Plan, ATTACHMENT C
- ☒ 14. Other (List below, providing name for each item)
  - ATTACHMENT D Resident Advisory Board Meeting Minutes and Response
  - ATTACHMENT E Security

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

## **Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

Lebanon Housing Authority has pledged itself to three major goals in the community: 1. To provide exemplary family housing at Romano Circle. 2. To provide services in its senior housing that enable residents to remain independent as long as possible, and 3. To provide as many Section 8 voucher unit months of subsidy (which serve primarily non-elderly handicapped families) as legally allowed.

Praise and support from neighbors and City residents for Romano Circle as a good example of affordable housing has been gratifying during the process of applying for a zoning variance, planning approval, and a Community Development Block Grant in order to build 16 additional units of Low Income Housing Tax Credit funded family housing at Romano Circle. In the 2007 Plan year the Authority hopes to obtain approval from the Special Applications Center for disposition of a portion of land from public housing to be leased to the LLC owning the new housing (the Authority will be the managing general partner of the LLC ownership entity). It expects to stockpile free fill on the adjacent field purchased for the new housing. It hopes to obtain Tax Credit and CDBG funding for the project and begin creating a bid package. During the 2008 year of the current PLAN, a contractor will be chosen, construction will be close to completion. Occupancy and beginning management of the project will happen early in the 2009 PLAN year.

A second aspect of Romano Circle being expanded, besides its physical size, is programming for youth and adults. During the current PLAN year, Lebanon Housing Authority is working with a teacher at the Mt. Lebanon School and Plus Time NH to design and find funding for licensed after school programming to supplement the 10 year old L.E.A.D. after school mentoring program. This programming would begin in September at the end of the 2007 PLAN year and would be established during the 2008 year. The Authority is seeking a VISTA/AmeriCorps volunteer through Plus Time NH to support this programming and help the Resident Association with additional programming for adults. High on the list of Resident Association priorities is the creation of community wireless access and training of youth and adults in computer literacy.

A third aspect in which the Authority seeks to make Romano Circle exemplary is energy efficiency. During this PLAN year an energy audit is being performed by the Jordan Institute with the goal of developing an energy performance contract to make Romano Circle a statewide example of a super energy efficient retrofit. One possibility is the removal of the exterior siding and sheathing, spray foam sealing of the shell with installation of additional insulation and new sheathing and siding. All aspects of electric usage will be reviewed, with full participation of residents and the creation of incentives for resident energy conservation.

A second goal of LHA has been to develop low cost, partly user financed, services in our senior housing to meet the needs of frail elderly, who are an increasing proportion of our residents. In the 2008 PLAN year we will seek to deepen our partnership with the community hospital Alice Peck Day Memorial Hospital and with the large research hospital Dartmouth Hitchcock Medical Center to implement a program of nurse visitation of at-risk residents.

A third goal has been to fully utilize Section 8 funding through leasing the maximum allowed number of Housing Choice Vouchers. For years our determination to use every single unit month has driven the lease-up rate in long (6 month) cycles from over-leased through long attrition to under-leased and back again. Once a number of unit months of over or under leasing have been accumulated, the same amount of months of the opposite over of under leasing have to be accumulated to balance out the overall unit months. Our goal in this PLAN year and the 2008 PLAN year is to smooth out these cycles and stay close to our number of 163 vouchers. We are pleased that Section 8 funding has been returned to being based on the prior year's expenses, thus removing the huge stress and uncertainty of inadequate funding.

In the 2008 PLAN year the energy audit process will be extended from Romano Circle to other properties. With electricity prices only expected to rise, it makes long term sense to seek substantial energy efficiency savings.

Lebanon Housing Authority has been managing a Section 8 New Construction senior housing property for Hanover Housing Authority. It has received inquiries about managing other properties. In the 2008 PLAN year the Authority



will analyse the costs and benefits of any management opportunities, particularly as it expands its own management capabilities into Low Income Housing Tax Credit management.

The Authority expects to implement a change to a new lease in the 2008 PLAN year. The new lease will not allow smoking inside any Authority property, either in common areas or apartments. This is due to the health effects of second hand smoke and to the added cost of renovating smokers' apartments. New residents of senior housing have been signing a non-smoking lease since 2004, but family residents and senior residents existing in 2004 were "grandfathered". The lease change will extend the non-smoking clause uniformly. The Authority will promote and support smoking cessation services for residents in the 6 month lead-in to the lease change.

## **1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

Lebanon Housing Authority is an important segment of the Lebanon housing market. Its total of 329 units (166 Public Housing and 163 Section 8) house 4% of all Lebanon residents and 10% of those in rental housing.

The overall housing market is in a slowdown, but is not as badly affected as in some parts of the country. Real estate prices may have bottomed out and reasonable priced properties are turning over. There is still a demand for office space. On the other hand, developers of higher priced condos and homes in the \$300,000 plus range may be sitting on their inventory and their investment in site development and infrastructure for some time.

Rents in the City of Lebanon have increased slightly in the last year and with significant increases in the FMR are for the first time in many years close to the published Grafton County Fair Market Rents, which are also the payment standards.

Bedroom size:	0	1	2	3
FMRs 10/1/2007	636	700	887	1193
Lebanon Rents 3/07 – 3/08	637	720	845	978
Lebanon Rents 3/06 – 3/07	611	662	842	1038

The Lebanon Rents are the 40<sup>th</sup> percentile (same as the FMR methodology) of rents listed for a year from March to March in the rent comparability log. These rents are all from buildings in which a Section 8 participant has leased and so are skewed to the lower end of the market, excluding higher priced buildings which Section 8 participants cannot afford.

The prediction is that rents will continue to rise, forced upward by increases in electricity, fuel costs, taxes, insurance and local large increases in water/sewer rates. Food prices will rise as well and some commodities will spike in price as markets around the world experience shortages. Incomes will stagnate or drop as the effects of recession gradually come to be felt in the Upper Valley economy. Those feeling the squeeze will include not only people relying on public assistance and Social Security and low wage workers, but also those formally considered to be middle class with no savings who lose income. This situation will call for increases in local charity for food shelves and emergency shelter programs.

LHA waiting lists are even longer than last year and have higher percentages of extremely low income families and, for Section 8 vouchers, families with disabilities. Elderly applicants have decreased for Section 8 and increased for Public Housing. The oldest extremely low income Section 8 application was received on 06/02/2004, a little less than 4 years ago. Applicants in the 30% to 50% of median income range wait forever for a voucher. The oldest application, from an applicant in this income category, was received on 9/02/2003, almost 5 years ago.

Looking ahead to the impact of the aging baby boom demographic bubble, there does not seem to be a large need in Lebanon for additional deeply subsidized senior independent living apartments. Census data do not show a bubble of very low and extremely low income baby boomers in Lebanon. But we already need affordable assisted living beds in this area, to provide a bridge between independent living, in-home care, and placement in a nursing home care. We are somewhat unique in that there no such beds in the immediate area (of about 100,000 population). The two existing subsidized beds are in Newport, in Sullivan Co. Un-subsidized assisted living facilities abound (eg. Kendal, Harvest Hill, Wheelock Terrace, The Greens) but the monthly fees are very high. Home and Community Based Care provides a bridge for the very low income, but the reliability of the very low paid service providers is not assured, and private pay agencies are increasing. There will be an increasing gap between the need for institutional assisted living care and home care services for very low income elderly.

#### A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	127		26
Extremely low income <=30% AMI	54	43%	
Very low income (>30% but <=50% AMI)	59	47%	
Low income (>50% but <80% AMI)	9	7%	
Families with children	67	53%	
Elderly families	51	40%	
Families with Disabilities	4	3%	
Race/ethnicity African American	0	0%	
Race/ethnicity Asian	1	1%	
Race/ethnicity Hispanic	1	1%	

Housing Needs of Families on the PHA's Waiting Lists			
Race/ethnicity Caucasian	125	98%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	55	43%	
2 BR	44	35%	
3 BR	7	6%	
4 BR	16	13%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	195		25
Extremely low income <=30% AMI	98	50%	
Very low income (>30% but <=50% AMI)	97	50%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	91	47%	
Elderly families	54	28%	
Families with Disabilities	50	26%	
Race/ethnicity African American	2	1%	
Race/ethnicity Hispanic	4	2%	
Race/ethnicity Caucasian	193	99%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
<input type="checkbox"/> No <input type="checkbox"/> Yes

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

#### **Need: Shortage of affordable housing for all eligible populations**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below) Reduce payment standards to maximize the number of families who can utilize limited HAP funding.

##### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance (Low Income Housing Tax Credit development).

☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly (extend designation)
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below) Exceed the requirements of Limited English Proficiency by providing additional assistance in translation and interpretation for Spanish speaking applicants and participants although the absolute percentages are low in the area.

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below) Promote awareness of fair housing regulations by Section 8 owners and other rental housing owners and managers in Lebanon through workshops and mailings. Assist the Fair Housing Project of NH Legal Assistance.

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## 2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2006 grants)</b>		
a) Public Housing Operating Fund	228,311	
b) Public Housing Capital Fund	177,063	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	830,183 HAP 100,397 Admin	
f) Resident Opportunity and Self-Sufficiency Grants	10,574	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds at end of FY only) (list below)</b>		
CFP NH36P00950106	123,832	Capital Improvements
CFP NH36P00950107	194,491	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	602,498	Public Housing Operations
Utility charges to residents	4,775	Public Housing Operations
Non-dwelling rental	4,500	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest, Public Housing	26,352	Public Housing Operations
Miscellaneous, Inc. Laundry and cable net	25,993	Public Housing Operations
Interest, Section 8	9,448	HAP and Admin. Reserves
<b>4. Non-federal sources (list below)</b>		
Management fees	16,613	Other: Providing Management
NHHFA Technical Assistance Grant	27,104	Develop Affordable Housing
<b>Total resources</b>	2,382,134	

## 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

### A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) 6 elderly applicants are maintained verified in anticipation of vacancies. A number of family applicants are verified when a vacancy in a particular bedroom size is imminent.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☒ Other (describe)
- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

### **(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list for family housing
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists for elderly housing
- ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below) Application forms are distributed to local social service agencies.
- c. Site-Based Waiting Lists-Previous Year
1. Has the PHA operated one or more site-based waiting lists in the previous year? **YES** If yes, complete the following table; if not skip to d.



Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
Maple Manor NH0090001, 4 Maple St. West Lebanon, NH 03784	10/01/2007	5% Non-Elderly Disabled, 0% Non-Caucasian	5% Non-Elderly Disabled, 0% Non-Caucasian	0
Rogers House, NH0090002, 39 North Park St., Lebanon, NH 03766	10/01/2007	4% Non-Elderly Disabled, 0% Non-Caucasian	4% Non-Elderly Disabled, 0% Non-Caucasian	0
Lebanon Towers, 97 Hanover St., Lebanon, NH 03766	10/01/2007	3% Non-Elderly Disabled, 3% Non-Caucasian	3% Non-Elderly Disabled, 3% Non-Caucasian	0

2. What is the number of site based waiting list developments to which families may apply at one time? 3

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? 3. An applicant who refuses any offer on any of the site based lists is placed at the bottom of all lists. After 3 refusals an applicant is removed from all lists.

4. ☐ Yes ☒ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) **Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 3

2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? 3

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☒ Other (list below) Application forms are distributed to the senior center and other social service agencies.

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One  
☐ Two  
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies  
☒ Over-housed  
☒ Under-housed  
☒ Medical justification  
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

## 2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers

- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements
- ☒ Other: The PHA applies preferences ahead of income targeting.

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation  
☒ Criminal and drug-related activity, more extensively than required by law or regulation  
☒ More general screening than criminal and drug-related activity (list factors): Eviction from, or debt to a Federally assisted housing development.  
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity  
☐ Other (describe below)

## **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☒ Other (list below) Application forms are mailed on request and forms are distributed to social service agencies.

## **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: As a reasonable accommodation or on request if the voucher holder can demonstrate efforts made to locate a unit.

## **(4) Admissions Preferences**

a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☒ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families  
☐ Residents who live and/or work in your jurisdiction  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☐ Victims of reprisals or hate crimes  
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
1 Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements
- ☒ Other: The PHA applies preferences ahead of income targeting.

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☒ Other (list below) By letter to agencies advocating for, or serving special populations.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

## A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

### (1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one of the following two)

- ☐ The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- ☒ The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- The family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program;
- The family would be evicted as a result of having to pay the minimum rent;
- The family's income has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; and
- Other circumstances determined by the PHA or by HUD.

c. Rents set at less than 30% of adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: Flat rents (or Ceiling Rents) are established at the listed Fair Market Rent for the apartment size.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)



- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other (describe below) Flat, or Ceiling Rents at the listed HUD Fair Market Rents

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year? (We tried to implement these and failed to find any resident who income qualified who was willing to join the program. The reluctance seemed to stem from budgets too tight to allow saving, and the hopelessness of ever getting into homeownership.)

## **(2) Flat Rents**

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below) FMRs

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below) Quarterly as Section 8 budgets are reviewed.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below) The adequacy or inadequacy of HUD funding increments to cover monthly HAP payments.

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state or local assistance program;
- b. The family would be evicted as a result of having to pay the minimum rent;
- c. The family's income has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred; and
- e. Other circumstances determined by the PHA or by HUD.

## **5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

Capital Improvement Needs are listed as work items on individual Capital Fund Program year Budget Statements and on the Capital Fund Program Five-Year Action Plan.

### **A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

#### **(1) Capital Fund Program**

- a. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

### **(1) Hope VI Revitalization**

- a. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)  
Development name:  
Development (project) number:  
Status of grant: (select the statement that best describes the current status)  
☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway
- c. ☐ Yes ☒ No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. ☐ Yes ☒ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. ☐ Yes ☒ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

## **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Romano Circle
1b. Development (project) number:	NH009003
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	01/28/2008
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development. Approximately ½ acre of raw land to an adjacent tax credit development. <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 06/25/2008 Funding Applications b. Projected end date of activity: 02/2009 Closing of Project. Completion of long term lease of disposed land to LLC of which Lebanon Housing Authority will be the managing general partner.

## **7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1) ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

### **(2) Program Description**

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number

of participants this fiscal year?

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

c. What actions will the PHA undertake to implement the program this year (list)?

### (3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. ☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. ☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. ☐ Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2007 - 2011.*

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

☒ PHA Goal: Expand the supply of assisted housing  
Objectives:

☒ Additional voucher distributions have not been offered. The Authority has utilized 99.9% of available voucher unit-months in the last two years, giving as much rental assistance

as possible.

☒ Reduce public housing vacancies: Our vacancy rate in our last year was 1.5%. An average of 27 apartments become vacant each year (26 last year). This is an average turnover of 16% of the units a year. Our retention of tenants in family housing is very good. There we have an average tenancy of 4 ½ years, much higher than the average in Lebanon. We can do little to control the tenancy of elderly residents, although we have started exercise programs and nurses clinics and falls risk reduction to do as much as we can to keep residents in independent living. The other element in vacancy is the number of days it takes us to re-lease an empty apartment. The average number of days over the past 12 years has been 30 days and last year it was 35.5 days. If we could bring the average number of turnaround days down to 20 days, we could reduce our vacancy to 1%. In order to ready apartments as fast as we do, we already hire outside cleaning and painting, and our maintenance staff work overtime hours. One remaining option would be to assign more maintenance staff to turnover work, to the exclusion of doing work orders. That is, residents would wait longer for work orders to be completed. We have decided to maintain our high standard of resident satisfaction and building repair, rather than sacrifice that to reduce vacancy time.

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

☒ Improve public housing management: The most recent PHAS score was 90 in 2006. Our scores were 94 in 2004, 97 in 2002, 93 in 2001, and 90.8 in 2000. There were no scores in 2007.

☒ Improve voucher management: Our SEMAP score was 100 in 2003, 2004, 2006 and 2007. No score was issued in 2005.

☒ Renovate or modernize public housing units: We continue to do capital improvements. Not only are our Physical Inspection scores high, we think that our buildings and grounds and the units themselves are attractive, and we have implemented many energy efficiency measures.

☒ PHA Goal: Increase assisted housing choices

Objectives:

☒ Other: (list below)

LHA was able to achieve a 99.9% utilization rate in the 2007 calendar year. All but 2 of the allowed 1956 voucher/unit months were utilized. This was achieved by monitoring lease-up rates and overleasing at the end of the year.

### **HUD Strategic Goal: Improve community quality of life and economic vitality**

☒ PHA Goal: Provide an improved living environment

Objectives:

☒ Other: (list below) Lebanon Housing Authority has aggressively sought a VISTA/AmeriCorps person to support additional programming for youth and adults at

Romano Circle, but has not yet been able to recruit one. A part time child specialist has been hired to supervise the volunteer led after school mentoring program. LHA is cooperating with the school district to expand after school programming specifically for Romano Circle as a pilot for a larger program. LHA is supporting the Romano Circle Resident Association in the development of additional programming for adults.

### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

We are continuing the ROSS RSDM grant through which we are providing case management in elderly housing (to help residents obtain insurance funded services), prevention activities (nurses clinics sponsored by a local hospital and education about better managing chronic disease) and an exercise program to reduce falls risk. At our family housing no residents are receiving welfare. We encourage adults to pursue education to further their career goals.

### **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
  - Objectives:
    - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: We refer people to the NH Fair Housing Project run by NH Legal Assistance. We do not have a specific plan for another outreach informational forum for landlords.
    - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: We receive and refer reports of discrimination in private housing. In our own public housing we do enforce the prohibition of discriminatory speech or action by one resident against another. This occurs most often in senior housing as residents complain about some disabled residents (but not others). On an ongoing basis our staff are proactive in educating seniors about the rights of non-elderly disabled residents and in seeking ways to actively promote the inclusion of such residents in the elderly community. At our family housing, social workers help youth with problems of bullying and with any speech or action disrespectful of anyone, including but not limited to any member of a protected class. This requires vigilance because discriminatory epithets are entrenched in the youth culture.
    - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: In this PLAN year we plan to build 4 accessible one and two bedroom family housing units adjacent to our family Public Housing through Low Income Housing Tax Credit and Community Development funding. Our 5-Year Capital Plan includes providing additional



accessible units in elderly housing, where the accessibility needs are greatest.

## **B. Criteria for Substantial Deviations and Significant Amendments**

### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

**A. Substantial Deviation from the 5-year Plan:** Any reduction in a development of greater than 25% of the units which was not necessitated by a funding reduction over which the Authority had no power, or a change in the Capital Fund Program which shifted greater than 50% of the total annual funding from a single CFP line item to another, or from CFP programs to another program, such as Operating or PHDEP. Application for new program funding and initiation of a new program not included in the 5-year plan will not be considered a substantial deviation.

**B. Significant Amendment or Modification to the Annual Plan:** A budget revision shifting over 50% of the total Public Housing or Section 8 annual budget (unless necessitated by HUD funding shifts). However, budget revisions entailing less than 50% of the total budget, or the addition of a new program of less than 50% of the total previous budget, will not be considered a significant amendment or modification.

## **C. Other Information**

[24 CFR Part 903.13, 903.15]

### **(1) Resident Advisory Board Recommendations**

a. ☐ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

b. In what manner did the PHA address those comments? (select all that apply)

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☐ Other: (list below)

### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the

PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Carman S. Deuso

Method of Selection:

☒ Appointment

**The term of appointment is (include the date term expires): 07/2012**

☐ Election by Residents (if checked, complete next section--Description of Resident Election Process)

#### Description of Resident Election Process

Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ The PHA has less than 300 public housing units, has provided reasonable notice

to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

#### **Consolidated Plan jurisdiction: State of New Hampshire**

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- ☒ The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The Consolidated Plan for the State of New Hampshire for the years 2006 – 2010 emphasizes the plight of very low income renters. Throughout the state there are very few market rental housing opportunities (less than 10%) affordable to families with 50% of median income or below. The rate of increase of rents has slowed, but vacancy rates have not risen significantly and rental rates are not expected to drop. This underlines the importance of the Section 8 and Public Housing units offered by Lebanon Housing Authority. The highest priority in the CHAS is assigned to the provision of additional rental housing affordable to families with incomes at or under 50% of median. LHA is seeking to provide such housing and will apply for funding to two programs which fall under the Consolidated Plan: the HOME program and the Community Development Block Grant program.

Provision of additional services in Senior Housing through the ROSS-RSDM grant is consistent with the Consolidated Plan in which provision of housing based services to frail elderly is a high priority .

The Consolidated Plan does not mention the other challenge for LHA; supporting its family housing residents to maintain a drug free and safe environment for children and adults.

The Consolidated Plan does not note landlord tenancy actions taken against women victims of domestic violence, dating violence and stalking as a result of their victimization as being a problem in New Hampshire.

**b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)**

none

**(4) (Reserved)**

Use this section to provide any additional information requested by HUD.

**10. Project-Based Voucher Program**

- a. ☐ Yes ☒ No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- ☐ Low utilization rate for vouchers due to lack of suitable rental units
- ☐ Access to neighborhoods outside of high poverty areas
- ☐ Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

## 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Other supporting documents (optional). List individually.	(Specify as needed)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: LEBANON HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program: NH36P00950106 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2006 Revision #3</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 3 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	40000	40000	40000	5644.76
3	1408 Management Improvements	1200	1200	593.75	593.75
4	1410 Administration	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	6026	14500	6200.00	5489.20
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	9200	0	0	0
10	1460 Dwelling Structures	32555	39812	26664.25	26664.25
11	1465.1 Dwelling Equipment—Nonexpendable	66354	65668	5783.74	5783.74
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	54400	48555	7661.05	7477.05
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	209735	209735	86902.79	51652.75
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Compliance	58154	57384	0	0
23	Amount of line 20 Related to Security	0	0	0	0
24	Amount of line 20 Related to Energy Conservation Measures	10407	17200	0	0



**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: <b>LEBANON HOUSING AUTHORITY</b>		Grant Type and Number Capital Fund Program #: NH36P00950106 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: <b>2006 Revision #3</b>		
Development Number HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NH9-1	Replace common smokes	1460	8	1200	0	0	0	
NH9-1	Replace Fire Alarm Panel	1460	1	0	3500	0	0	
NH9-1	Cut 5 bathtubs	1460	10	0	2250	3000	3000	
NH9-1	Replace HW heater	1465	1	2500	2500	0	0	
NH9-1	Install emergency generator	1475		21000	40000	0	0	
NH9-2	Crack seal parking lot	1450		1400	0	0	0	
NH9-2	Efficient Hall lights	1460		9500	0	0	0	
NH9-2	Cut 5 bathtubs	1460	10	0	1500	6000	6000	
NH9-2	Install emergency generator	1475	1	26000	0	0	0	
NH9-3	Repair Driveway	1460		7800	7800	7800	7800	done
NH9-3	Replace Bulkheads	1460	2	148	148	0	0	done
NH9-3	Repair trim and repaint	1460		5000	5000	0	0	started
NH9-3	Replace Screen Doors	1460	60	16500	16500	0	0	
NH9-3	Office Set-back Thermostats	1475	4	700	700	0	0	
NH9-4	Cut 5 Bathtubs	1460	10	0	3000	9750	9750	
NH9-4	New Dining Room Lights	1460	40	207	114	114.25	114.25	
NH9-4	Install Backflow Preventor	1465		5700	5784	5783.74	5783.74	done
NH9-4	Upgrade Elevator	1465		58154	57384	0	0	
PHA wide	New Copier	1475		4900	6055	6055.00	6055.00	done
PHA wide	New Computer & Monitor	1475		1800	1800	1606.05	1422.05	done
PHA wide	NH9-3 Survey, Energy Audit, Emergency Generator Specs.	1430		6026	14500	6200.00	5489.20	
PHA wide	Operations	1406		40000	40000	40000	5644.76	
PHA wide	Computer programs +set-up	1408		1200	1200	593.75	593.75	
				209735	209735	86902.79	51652.75	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Lebanon Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: NH36P00950107 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007 Revision #2 Submitted 5/7/2008
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>					
<input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 2) Submitted 6/13/07</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 3/31/2008</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	16507	24211	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	5000	7000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	22600	25200	1167.10	1167.10
10	1460 Dwelling Structures	145100	107649	3148.55	3148.55
11	1465.1 Dwelling Equipment—Nonexpendable	6600	34747	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	3000	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	198807	198807	4315.65	4315.65
21	Amount of line 20 Related to LBP Activities	0	0	0	0
22	Amount of line 20 Related to Section 504 Compliance	0	0	0	0
23	Amount of line 20 Related to Security	0	0	0	0
24	Amount of line 20 Related to Energy Conservation Measures	3200	6149	0	0

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Lebanon Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NH36P00950107 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2007</b> Revision 3 Submitted 6/13/08		
Development Number HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NH9-1	Paint Porch Ceilings	1460	4	2500	0	0	0	
NH9-1	Paint Window Shutters	1460		1000	0	0	0	
NH9-1	Replace Kitchen Cabinets	1460	40	40000	0	0	0	
NH9-1	Continue Emergency Calls	1465	4	0	3000	0	0	
NH9-2	Replace Damaged Concrete	1450		1400	0	0	0	
NH9-2	Repaint Exterior Plywood	1460		3000	1000	0	0	
NH9-2	Repaint Stair Risers	1460		2000	2000	0	0	
NH9-2	Replace Carpet	1460		8000	8000	0	0	
NH9-2	Replace Exit Signs	1460		3200	3149	3149.55	3149.55	Done
NH9-2	Replace Fire Panel	1460	1	0	4500	0	0	
NH9-2	Continue Emergency Calls	1465		0	1300	0	0	
NH9-2	Replace HW Heater	1465	1	2600	2623	0	0	
NH9-3	Play field, manhole, replace shrubs	1450		21200	25200	1167.10	1167.10	Started
NH9-3	Replace HW Heater	1465	1	1500	1224	0	0	
NH9-4	Replace Roof	1460		80000	89000	0	0	
NH9-4	Replace system Smokes	1460		5400	0	0	0	
NH9-4	Continue Emergency Call	1465		0	5000	0	0	
NH9-4	Finish Upgrade Elevator	1465		0	19100	0	0	
NH9-4	Replace HW Tank	1465	1	2500	2500	0	0	
PHA Wide	Operations, Inc. Security	1406		16507	24211	0	0	
PHA Wide	NH9-4 Roof , Energy Audit	1430		5000	7000	0	0	
PHA Wide	1 Computer + Monitor	1475		3000	0	0	0	
				198807	198807	4316.65	4316.65	



<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Lebanon Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: NH36P00950108 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2008 Revision #1
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>					
<input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 1 submitted 3/31/2009 )</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 3/31/2009</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	40000	20000	0	0
3	1408 Management Improvements	0	0	0	0
4	1410 Administration	0	0	0	0
5	1411 Audit	0	0	0	0
6	1415 liquidated Damages	0	0	0	0
7	1430 Fees and Costs	5000	9000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	12446	0	0
10	1460 Dwelling Structures	44546	69500	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	35250	113850	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	100000	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency	0	0	0	0
20	Amount of Annual Grant: (sum of lines 2-19)	224796	224796	0	0
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	54046	115000		



**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Lebanon Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NH36P00950108 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2008		
Development Number HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NH9-1	Noise Suppression	1460	4	10000	10000	0	0	
NH9-1	Efficient K, B & Entry lights	1460	40	11000	0	0	0	
NH9-1	Replace HW Heater	1465	1	2600	2600	0	0	
NH9-2	Efficient K, B & Entry lights	1460	56	8200	0	0	0	
NH9-2	Replace HW Heater	1465		2600	2600	0	0	
NH9-2	Install Emergency Generator	1475		100000	0	0	0	
NH9-3	Install New Electrical Entrance	1450		0	12446	0	0	
NH9-3	Fire Code Basement Upgrade	1460		0	55000	0	0	
NH9-3	Replace Refrigerators	1465	30	21200	0	0	0	
NH9-3	Replace HW Heater	1465	1	650	650	0	0	
NH9-4	Replace Kitchen lights	1460	40	6372	0	0	0	
NH9-4	Replace Com. Rm. Ceiling	1460		5400	0	0	0	
NH9-4	Air Sealing of Com. Rm.	1460		7274	0	0	0	
NH9-4	HVAC Heat Recovery	1465		0	63000	0	0	
NH9-4	Solar DHW	1465		0	45000	0	0	
NH9-4	Replace Fire Panel	1460		4500	4500	0	0	
PHA Wide	Operations, Inc. Security	1406		40000	20000	0	0	
PHA Wide	NH9-2 Energy Efficiency, NH9-3 Basement Upgrade	1430		5000	9000	0	0	
				224796	224796	0	0	







## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Lebanon Housing Authority		<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No: 1</b>			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
<i>NH009-001 Maple Manor</i>	See Annual Statement	\$67,500	\$2,000	\$50,000	\$0,000
NH009-002 Rogers House		\$14,300	\$25,000	\$92,000	\$165,000
NH009-003 Romano Circle		\$43,500	\$120,000	\$9,000	\$0,000
<i>NH009-004 Lebanon Towers</i>		\$16,675	\$8,000	\$0	\$0
HA-wide		\$59,000	\$50,000	\$51,000	\$75,000
CFP Funds Listed for 5-year planning		\$200,975.00	\$205,000.00	\$202,000.00	\$240,000.00
Replacement Housing Factor Funds					

## Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :_2____ FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY:2010		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	<b>Maple Manor</b>	Replace refrigerators	\$28,000	<b>Maple Manor</b>	Refinish back stairs	\$2,000
<b>Annual</b>		Replace stairwell lights	\$4,500			
<b>Statement</b>		Repave Parking Lots	\$35,000			
	<b>Subtotal</b>		<b>\$67,500</b>	<b>Subtotal</b>		<b>\$2,000</b>
	<b>Rogers House</b>	Change Bath Fans	\$12,200	<b>Rogers House</b>	Replace Refrigerators	\$25,000
		Replace Com Rm sump	\$100			
	<b>Subtotal</b>		<b>\$12,300</b>	<b>Subtotal</b>		<b>\$25,000</b>
	<b>Romano Circle</b>	Repave Parking Lot	\$40,000	<b>Romano Circle</b>	Repaint Exterior	\$20,000
					Add sprinkler systems	\$100,000
		Replace Office Carpet	\$3,500			
	<b>Subtotal</b>		<b>\$43,500</b>	<b>Subtotal</b>		<b>\$120,000</b>
	<b>Lebanon Towers</b>	Replace Hall Carpets	\$12,175	<b>Lebanon Towers</b>	Replace Bath fans	\$8,000
		Replace Fire Panel	\$4,500			
	<b>Subtotal</b>		<b>\$16,675</b>	<b>Subtotal</b>		<b>\$8,000</b>
	<b>HA-wide</b>	Architect/Engineer fees	\$6,000	<b>HA-wide</b>	Architect/Engineer fees	\$5,000
		Operations, inc. security	\$40,000		Capital Needs Analysis	\$5,000
		Replace Lawn Tractor	\$13,000		Operations, inc. security	\$40,000
	<b>Subtotal</b>		<b>\$59,000</b>	<b>Subtotal</b>		<b>\$50,000</b>
	<b>Total CFP Estimated Cost</b>	<b>\$200,975</b>		<b>Total CFP Estimated Cost</b>	<b>\$205,000</b>	

## Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year :_4____ FFY Grant: 2011 PHA FY: 2011			Activities for Year: _5____ FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Maple Manor	Convert 2 units to Accessible	\$50,000	Maple Manor		
Subtotal		\$50,000	Subtotal		\$0,000
Rogers House	Convert 2 units to Accessible	\$92,000	Rogers House	Replace Kitchen Cabinets	\$165,000
Subtotal		\$92,000	Subtotal		\$165,000
Romano Circle	Replace Kitchen Lights	\$9,000	Romano Circle		\$
Subtotal		\$9,000	Subtotal		\$0,000
Lebanon Towers			Lebanon Towers		
Subtotal		\$0,000	Subtotal		\$0,000
HA-wide	Architect/Engineer fees	\$5,000	HA-wide	Architect/Engineer fees	\$5,000
	Capital Needs Analysis	\$6,000		Replace Plow Truck	\$30,000
	Operations, inc. security	\$40,000		Operations, inc. security	\$40,000
Subtotal		\$51,000	Subtotal		\$75,000
Total CFP Estimated Cost	\$202,000		Total CFP Estimated Cost	\$240,000	

Lebanon Housing Authority  
Resident Advisory Board (RAB)  
Minutes of Meeting 4/14/08

Present: Barbara Curran, Rogers House Resident Association President  
Carman Deuso, Rogers House Resident  
Bill Shannon, Maple Manor Resident  
Anita Wilkinson, Romano Circle Resident Association President  
Judith Thornton, Romano Circle Resident  
Jodi Austin, Lebanon Towers Resident Association President  
Sylvia Peterson, Section 8 Program Participant  
Jonathan Chaffee  
Maureen Hannigan, Section 8 Program Participant, could not attend

The meeting began at 11:00 am at Rogers House Dining Room.

1. Rising Food Costs. Jon noted that in the Executive Summary of the PLAN he called attention to increasingly hard times for low income people. People at the meeting agreed that food prices have already risen significantly and will probably continue to rise. They did not suggest that the Housing Authority's mission to provide housing should shift because of a recession. However, there might be indirect things that the Authority could do to help residents. It is good that Willing Hands distributes vegetables. However, most residents cannot make use of the quantities of eggplant and old bananas. Betty Abbott (with Barbara's help) had been regularly picking up bread at the Haven and bringing it back for Rogers House residents but can no longer physically do it. Maybe the resident associations in other buildings could arrange to do that for their buildings. Jon had heard that Panerra would donate bread. Maybe he should contact Willing Hands about picking this up and perhaps they could distribute more bread. Willing Hands is considering distributing frozen foods. Jon suggested that he would talk with Willing Hands and that the Authority might help by providing freezers to hold that type of food. Jodi suggested that a senior van could take residents to Stearns' vegetable and Freihofer bread outlets where there are considerable savings.
2. Public Housing Financing. Bill Shannon asked if HUD subsidies would be reduced for Public Housing. Jon said that actually the operating subsidy was supposed to increase this year as a result of HUD changing from the mystery "Allowable Expense Level" set back in antiquity (when Claremont was bigger and more expensive than Lebanon, so that Claremont Housing Authority all these years has had more money from HUD) to the results of HUD's cost study. Of course the larger amount we qualify for will be prorated because of inadequate funding to cover the whole country. But we should still have more funds than in previous years, for tenant services, for instance. Jon explained that Lebanon Housing Authority is on the high end of the spectrum of housing authorities anywhere in terms of the percentage of income supplied by tenant rents, which is over 60% in our case, versus HUD subsidy. Our seniors are relatively well to do, and our families are all working and paying substantial rent. This is not true in much other Public Housing. Jon came back to finances at the end of the meeting to explain that the roughly \$230,000 in operating subsidy feeds into the operating budget, and that in addition HUD provides about \$200,000 each year in Capital Funds. Our use of capital funds on capital improvements is completely discretionary and our intended usage is set forth in the Capital Fund Budgets.

3. Section 8 Financing. Jon reported that the crisis in Section 8 funding which last year threatened to reduce the number of Section 8 vouchers and had been a major focus of the previous year's meeting had been resolved by Congress requiring a better funding formula, one based on the actual expenses of each prior year. Jon explained that unlike Public Housing, the Section 8 program relies entirely on HUD funds to operate. HUD funds to be distributed to landlords are deposited in our account each month. The amount that Section 8 participants contribute toward their rent is calculated exactly the same way as the rent that Public Housing residents pay, except that Section 8 participants also pay their landlords any additional amount that their rent exceeds HUD's Fair Market Rents. Sylvia said that at Quail Hollow, Section 8 participants had been notified of a \$100 a month rent increase that was for them only. How could they get away with that? Jon said that tax credit housing is strictly regulated and he would investigate, but that the owners were probably within their rights. Even with Section 8 help Quail Hollow is becoming unaffordable, Sylvia said. For instance, she will be charged \$350 this year for an old clunker air conditioner (\$70 @ month for 5 months) supplied by the management. She called the utility to determine that this size air conditioner should cost about \$28 @ month in electricity. She could buy an actual good air conditioner for less than \$350. And no maintenance at all is done on the air conditioners while they are out. Sylvia has made an "S" with her finger in the dust on the filter at the end of the season and found it there when the air conditioner was re-installed the next year. Anita said that Lebanon Housing Authority charges \$15 @ month for 4 months for the first air conditioner and \$10 @ month for each additional one. As relatively low as they are, Jodi wondered if LHA's charges for air conditioners prevent any senior housing residents from putting one in. Sylvia said that she wants to apply for the new housing at Romano Circle.
4. Energy Efficiency. Jon explained his growing understanding that large heat losses are due to "holes" in the buildings' envelopes and that these can be addressed. Savings here could dwarf savings from adding insulation and changing light fixtures. Romano Circle is a test case of whether energy performance contracting will allow us to do major work on building exteriors. We have begun looking at Lebanon Towers high energy use with the combined bills of residents and the Authority. Here the ventilation fans on the roof pull the heat out. Could they be reduced or even eliminated? And Rogers House, without fans, uses the most electricity. Advisory Board members were enthusiastic about the role that residents could play in saving energy. Jodi suggested that more compact fluorescent bulbs could be used if residents got some guidance. Were the bulbs we distributed all used? Residents don't know, for instance, that 3-way compact fluorescent bulbs are available. And it is frustrating that compact bulbs do work in some lamps but not others. Jodi has successfully put them in her bathroom light. Carman thought that we should caution residents to handle the bulbs only by the base, since the mercury is dangerous if they break. Jodi suggested that we supply a recycling container to keep old fluorescent bulbs out of the waste stream. Jodi suggested that some light fixtures could be changed to more efficient ones. Jon pointed out some of the places in the Capital Fund budgets where kitchen and entry lights were scheduled to be changed. We discussed resident cooperation in keeping windows closed. In the testing of Building 5 at Romano Circle Jon found half of the windows not locked. He found it very difficult to lock them himself. Anita reported that many residents were frustrated with the windows. In addition to how hard it is to lock them, there is a piece that falls loose and makes it impossible to close the windows. Jon knew about this piece. But residents haven't asked for the windows to be fixed. Because they pay their own heat, Lebanon Towers residents are sure to get help closing difficult windows. Many Rogers House residents ask maintenance to help them,

for comfort. Jon acknowledged that there is air leakage around window frames, because when windows were replaced he had not overcome the resistance of contractors and required them to use foam sealant around windows. Instead, they poked wisps of fiberglass into spaces around the new windows and this does nothing to stop drafts. Bill Shannon mentioned the infrared cameras which will show these drafts. Jon said that such cameras dramatically showed drafts at the sills of Romano Circle buildings. Of course the residents could tell us that cold air comes in there. Sylvia brought up other problems with air quality. When there is not enough air exchange there can be health problems. She has had problems that she thinks come from the carpet in her apartment. She applauded that the Authority doesn't use carpet in apartments. However, she said that vinyl tile is not the most environmentally friendly material. But sheet linoleum doesn't last as long. Jon said that this is why it was rejected for the new buildings planned. She said that there is research on developing a long lasting tile that isn't vinyl based. Carman noted that many residents of Rogers House keep their thermostats at 90, it seems. Sylvia said that this is also true at Quail Hollow. Many (but not all) older people feel cold. Sylvia said that she admonishes people to wear warmer clothing. Anita said that the thermostats at Romano Circle are terrible. They have such a large temperature gap between where they cut in and cut out that it is hard to adjust them to stay comfortable. Either they won't go on or they overshoot. Jon agreed that his office is very hard to regulate. You hate to touch the thermostat once it is in a good place, so Jon doesn't set his back on weekends. Sylvia recommended set-back thermostats. A brother-in-law had saved significant amounts on his oil bill by installing them. Jon said that these would be part of any efficiency package.

Jon asked if Advisory Board members thought that he could expect a high degree of resident participation in energy efficiency measures. They said absolutely! Education will be needed, but they thought that residents are highly motivated, and that from watching television they know a great deal about these issues. Jodi made the point that in California, where there have been many years of education, residents are far ahead of us in their awareness and their practices.

5. Other matters.

- Jodi had to leave, but wondered if the Authority would find another window washer now that Dana will not do it anymore. She said that Jan Stone had a suggestion of a person.
- Carman said that the back stairs at Rogers House are very hard for residents who use them to go back to the parking lot. Barbara agreed that these stairs are difficult for some residents. Dick Abbott has a suggestion about creating a new door to the outside from the back staircase. Jon and Bill Shannon looked at the staircase after the meeting. That staircase has landings at the outside wall. If a door were installed at the landing level (which is very close to ground level) there would still be 8 steps up to the first floor or 8 steps down to the basement level. But if a platform were installed at the first floor level out to the outside wall for a door at that level (with a ramp outside) the stairs would be blocked as a second exit and for fire access. Bill suggested that he had overseen the installation of an outside elevator in a commercial building. He and Jon looked at locations around the back entrance with that in mind.
- Anita had ideas about Romano Circle appliances. Refrigerators are due to be replaced. She suggested picking two equivalent efficient models and giving residents



a vote about which one they preferred, to give them more ownership. And what about stoves? Bill Shannon agreed that no stove is more energy efficient than another. But her stove is much worse now than it was 9 years ago when she moved in. The oven elements no longer glow all the way around. The oven is impossible to regulate and the heat inside is so uneven that either the top or the bottom is sure to burn. That and the mystery oven turn-on problem that she and her neighbor both had. The oven would come on although the dial was turned off and it got very hot. The only way to turn it off was to kill the breaker in the panel. It hasn't happened recently, but what if it does? Washing machines. Front loaders are big energy savers. Jon said that the Jordan Institute had suggested perhaps supplying these for the savings. Anita thought residents would prefer to own their own washers, but could some deal be worked out with an incentive or a price break for them to get them? And clotheslines. She always used to use them, but the ones at the ends of the buildings are not convenient and can't be seen. What about clotheslines behind the back doors?

- Carman noted that Rogers House residents prefer the new top loader washer because it looks better, whether it is or not. She said that the dryers now seem to take far longer to dry. Bill Shannon suggested that the heat sensors might be bad. Perhaps it is time to replace the dryers. The Authority began providing its own equipment in order to have better equipment and it pays for itself. Maybe we should provide some more front loader washers that don't look as clunky as the handicapped accessible one and maybe residents would use them.

The meeting was over at 1:00 pm.

The meeting did not suggest changes of a magnitude that would require immediate changes in the PLAN, but did provide many helpful suggestions about coordinating implementation of capital improvement and other actions with residents. Some new work items may be introduced into Capital Fund Budgets. These are summarized:

1. Coordinate with Willing Hands to help them provide other more helpful foods for residents.
2. Do better coordination and education with residents for energy efficiency; about closing windows, using and disposing of compact fluorescent bulbs, and keeping thermostats lower. In at least Romano Circle and Lebanon Towers where there have been complaints, consider ways to install better thermostats.
3. Look again at stove replacement. Again there have been complaints at Romano Circle and Lebanon Towers.
4. Look creatively at the back step situation at Rogers House.
5. Consider the efficiencies to be gained from front loading washers, both in senior buildings where we supply washers and at Romano Circle.
6. Include clotheslines in considering back yard redesign at Romano Circle.

Board of Commissioners Response:

At their meeting on April 23, 2008 the Lebanon Housing Authority Board of Commissioners considered these comments of the Resident Advisory Board. Mrs. Bean had seen announcements of the danger of compact fluorescent bulbs. Mr. Rogers thought that the incidence of problems was quite low, however. Mr. Chaffee noted that resident education is emphasized in the comments. Mrs. Deuso called attention to seniors turning thermostats to the top, often because they cannot distinguish the setting markings. Mr. Chaffee said that the thermostats are bad, but that at Lebanon Towers where residents pay their own heat the residents are much more careful.

He is hoping to find a way to give residents direct incentive to conserve electricity. Mr. Morgan confirmed that the old line voltage thermostats installed long ago were hard to regulate, whereas more modern thermostats can be finely adjusted. Mrs. Bean said that she has had problems with her own front loading washer and wondered if the Authority has had problems and if it was a good idea to increase dependence on these. Mrs. Deuso said that the front loaders in place work very well and she prefers them. Mr. Chaffee asked directly about whether to change the Capital Fund 5 year plan to include an elevator at the rear of Rogers House. Commissioners preferred to get better data about whether an elevator was feasible at all, and what the relative costs would be of that versus any other solutions. Commissioners concluded that the recommendations should all be investigated and that none required an immediate change to the plan. Funding changes could be incorporated later without necessitating a Plan amendment.

## Security Plan

Because the consistent programs funded by PHDEP over 6 years have been phenomenally successful in increasing security at Romano Circle family Public Housing, and in decreasing crime and non-criminal violence and improving the overall living conditions of residents, and because these programs have proven to be valued and popular with residents, and because it is anticipated that were these programs to be discontinued there would be an immediate increase in crime and drug related incidents at Romano Circle, Lebanon Housing Authority has set aside \$25,000 annually from the Capital Fund Program to continue the core of youth mentoring programs and family support programs previously funded through PHDEP. These include programs for young people through the Tucker Foundation at Dartmouth College, group activities for school age youth at Romano Circle and family support by professionals. Lebanon Housing Authority will continue to support the resident Neighborhood Watch group, which is the first Neighborhood Watch in the City of Lebanon. Additional security measures, such as having a police officer in residence, do not appear to be needed. Rather, residents ask for more programming for adults to increase their skills for maintaining community and decrease petty bickering among residents.